

Travel Cover Sheet

Traveler/s Name:

Dates of Trip:

Destination:

When submitting your travel packet please include this cover sheet check off list. Please check the appropriate box which supports your TAF submission.

Conference/Meeting Organizer

- Invite-include specifics why attendance is mandatory
- Late travel- provide memo if out of state request is three weeks or less

Transportation

- Airfare- provide backup to support TAF request
- Train fare- provide backup to support TAF request
- Taxi Fare- provide backup to support TAF request
- Shuttle/Bus Fare- provide backup to support TAF request
- Parking Fees- provide backup to support TAF request

Lodging

- Hotel Charges- provide backup to support TAF request

Meals

- Meal Allowance-provide summary of travel rates sheet to support TAF request

Other Fees

- Admissions/Registration Fee/Agenda-provide backup to support TAF request

Travel Liaisons: _____

Date:

Phone: _____

Approved A&F Director: _____

Date: